

## INSTRUCTIONS FOR TABULATING BALLOTS

Ballots should be tabulated following the guidelines below. (The new Local Rules will include the rules for tabulating ballots. This guide mirrors the rule.)

- (1) Ballots that are not signed should not be counted as either an acceptance or rejection
- (2) If the ballot differs from the schedules and a proof of claim has been filed, the amount shown on the proof of claim should be used for voting
- (3) Ballots that do not show a choice of either acceptance or rejection will not be counted
- (4) Ballots that are filed after the LDO will not be counted, unless leave of the Court is requested and granted.

All ballots will be received and file marked in the Clerk's Office. Ballots will be scanned and the original will be forwarded to the plan proponent. The ballots should be tabulated and the attorney for the Plan Proponent is required to file the report of tabulation three days prior to the confirmation hearing. A Certified balloting report must be served on the UST, The Service List and all parties filing an objection to the plan. The tabulation must list each class, the total number of claims voting, total dollar amount of claims accepting, percentages of claims voting that accept the plan. There should also be an indication of class of claims impaired and unimpaired and if the requisite vote has been attained in each class.